



TOWN OF FISHKILL  
807 ROUTE 52  
FISHKILL, NEW YORK 12524-3110

### **Town of Fishkill Tow Rotation Policies and Procedure**

1. The business must have a secured fenced-in area for storage available on a 24/hour basis.
2. Sub-contracting or assigning towing to another towing agency is prohibited.
3. A minimum of two (2) tow trucks used for the rotational list must be available and able to arrive at the scene to which requested within (30 minutes) from time of dispatch.
4. The applicant shall provide proof of insurance covering each tow truck and place of business. Coverage must be maintained while the business/tow truck is on the rotation list per New York State Law Insurance guidelines.
5. Applicant shall, at the time of submitting the application, submit a complete and current schedule of fees for all services applicant charges in connection with the towing and storage of motor vehicles.
6. Applicant shall provide proof of valid vehicle registration and inspection. Department of Transportation Number must be displayed on each tow truck to be operated within the Town of Fishkill. Applicant shall also provide proof of authority to conduct business in NYS, Department of Motor Vehicle License # and Tax Certificate.
7. Applicant must maintain a 24/hour; 7 day/week; 365 day/year capability to answer calls for service from the Town of Fishkill Tow Rotation List.
8. Every tow truck used for the tow list must be in compliance with all federal, state, and local Vehicle and Traffic laws.
9. All tow truck operators must possess a current and valid New York State driver's license with the necessary endorsement to operate the designated size tow truck.
10. The applicant shall provide 24/hour telephone numbers for its business. If a licensee or its designated

agent does not answer the call, a message will be left and three (3) minutes will be allowed to respond to the message or voicemail. After that, the tow call will go to the next company on the rotational list. Three refusals or three missed calls to respond when called within a six (6) month period may result in removal from the rotational list for a period of 60 days.

11. The applicant's business property and any storage facilities will be inspected by a Police Department designee or a Town Board designee.

12. When called to the scene of an accident, if necessary, the tow rotation company must sweep or clean up any debris caused by the accident and subsequent emergency response when safely able to do so. The tow company must remove all the debris from the scene.

13. Tow companies must provide the customer with an itemized invoice in accordance with the company submitted fee schedule when payment is made.

14. All tow companies and their employees shall refrain from recommending or soliciting for a particular auto repair shop or auto body repair shop. When a customer requests their vehicle to be transported/towed to a particular auto repair shop or auto body repair shop, the tow company or employee will comply without referencing or suggesting the services of another auto repair shop or auto body repair shop. The customer will pay the tow company upon services rendered. If the desired customer requested shop is closed or incapable of taking in the vehicle, the vehicle shall be towed to an agreed upon location as long as payment is made.

15. In the case of accidents with multiple vehicles, the Town reserves the right to assign additional tow companies off the rotational list, in order to expedite the removal of vehicles from the scene.

16. A tow company caught speeding to the scene of an accident, or soliciting at the scene of an accident will be suspended from the rotational list for no less than sixty (60) days.

17. All Equipment maintained by the tow company is subject to inspection, if necessary, by the Town of Fishkill Police Department or Town Board designee and such equipment must be adequate to perform routine towing tasks.

18. The Town of Fishkill Police and Town Board reserve the right to remove or suspend any tow company who practices unfair or unethical towing services. The Town Board has the right to modify any part of this policy at anytime for any reason.

19. The applicant must comply with all the above listed requirements. There will be a maximum of six (6) tow companies on the Town rotational list at a given time. The Town will retain a waiting list of other tow companies who meet all requirements wishing to apply for the rotational list. When a current company on the list has been removed or relinquishes their position, the first person on the waiting list may apply and so on.

20. Payments: (1) Towing companies must accept cash payments and at least two major credit cards, one being a bank credit card. Tow companies may charge cash for a vehicle that was abandoned/impounded, or have its plates removed; (2) towing operators must be able to take credit card payments at the scene of the tow; and (3) towing operators will not charge for “wait” time after being called to a scene.

21. Nothing herein shall be construed to give any applicant, individual or business any private right of action against the Town with respect to the implementation and operation of rotational tow policies and procedures in the Town.

***THIS SUPERCEDES ALL OTHER PREVIOUS POLICIES AND PROCEDURES  
ON FILE WITH THE TOWN OF FISHKILL CONCERNING ROTATIONAL TOWING LISTS***





## **Town of Fishkill** **Tow List Application Requirements**

Every person, firm or corporation who desires to operate from the Town of Fishkill Rotational Tow List must make a written and affirmed application providing the following information.

1. The name and address of the applicant.
2. Address of the business from which tow trucks are proposed to be garaged and dispatched and location where towed vehicles will be stored.
3. The number of tow trucks proposed to be operated by the applicant and a description of each truck, including the make, model, year and truck identification number.
4. The name and driver's license number of each driver employed by the applicant.
5. The following documentation shall be submitted at time of application in compliance with the policy and procedure (copies).
  - > Proof of business address.
  - > Proof of insurance.
  - > Fee schedule.
  - > Proof of valid vehicle registration and insurance.
  - > Copy of New York drivers license for each operator.
  - > Copies of any and all documents listed within paragraph of the policy and procedure.

If after being approved for the tow rotation list any applicant fails to meet the above requirements, they may be removed from the tow rotation list. It is the obligation of the tow service to notify the Police Department as well as the Town Board in writing of any changes made after the application is approved.

***THIS SUPERCEDES ALL OTHER PREVIOUS POLICIES AND PROCEDURES  
ON FILE WITH THE TOWN OF FISHKILL CONCERNING ROTATIONAL TOWING LISTS***



**Town of Fishkill Towing Agency Application**

1. Business Name: \_\_\_\_\_
2. Owners Name: \_\_\_\_\_
3. Business Physical Address: \_\_\_\_\_
4. Business Contact Number: \_\_\_\_\_
5. Name, License# of employee/driver: \_\_\_\_\_
6. Registered Repair Shop: Yes \_\_\_\_\_ No \_\_\_\_\_
7. Secure fenced yard to store police impounds at your facility: Yes \_\_\_\_\_ No \_\_\_\_\_
8. Describe how towed vehicles are secure at your location: \_\_\_\_\_  
\_\_\_\_\_
9. Type of service your agency is capable of:
  - \_\_\_\_\_ Passenger Vehicles
  - \_\_\_\_\_ Heavy Equipment - 8.000-18.000 lbs
  - \_\_\_\_\_ Heavy Equipment - 18.000-26.000 lbs
  - \_\_\_\_\_ Heavy Equipment - 26.000+
  - \_\_\_\_\_ Dolly Service
  - \_\_\_\_\_ Flatbed - How many: \_\_\_\_\_
  - \_\_\_\_\_ Wrecker - How many: \_\_\_\_\_
  - \_\_\_\_\_ Year: \_\_\_\_\_; Make: \_\_\_\_\_; Model: \_\_\_\_\_; Vin # \_\_\_\_\_
  - \_\_\_\_\_ Year: \_\_\_\_\_; Make: \_\_\_\_\_; Model: \_\_\_\_\_; Vin # \_\_\_\_\_

I have been given a copy of the Town of Fishkill Tow Rotation Policy and Procedures and I agree to comply fully with the requirements herein: Everything on this application is true and correct at the time of submission, and I agree to send any and all changes to the Town of Fishkill Police Department and Town Supervisor as they occur. I am aware that the Town of Fishkill Police Department Designee or a Town Board Member Designee will conduct a background check and inspect any facility.

Print: \_\_\_\_\_ Signature: \_\_\_\_\_  
Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

***THIS SUPERCEDES ALL OTHER PREVIOUS POLICIES AND PROCEDURES  
ON FILE WITH THE TOWN OF FISHKILL CONCERNING ROTATIONAL TOWING LISTS***